

Welcome! This guide will help you get started with Apex Learning® Courses.

### Getting Started Checklist

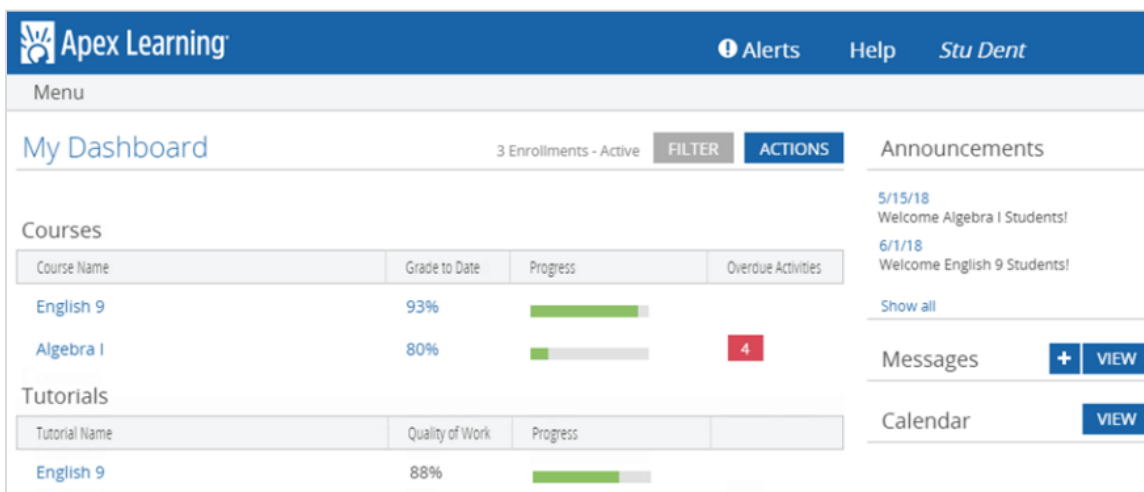
- ☐ Gather everything you need to succeed in class.
  - ☐ Device with internet access that has passed the [System Check-Up](#)<sup>1</sup>
  - ☐ Course materials (such as printer, paper, ear buds, binder, calculator, required books)
  - ☐ Contact information for teachers
  - ☐ Course start and end dates
- ☐ Sign in, reset your password, and set up security questions.
- ☐ Launch the course window by selecting a course title from the My Dashboard screen.
- ☐ Online Help is available 24/7 by signing in to Apex Learning and selecting Help.

### My Dashboard

Your school will provide your username, password, and the correct URL – most students sign in at [www.apexvs.com](http://www.apexvs.com). For security reasons, Apex Learning Support does not distribute sign in information.

After signing in, you are taken to My Dashboard where you can:

- Access your courses and view progress information
- See important announcements posted by your teachers
- Send messages and submit work to your teachers
- View your calendar of activity due dates



The screenshot shows the Apex Learning My Dashboard. At the top, there's a blue header with the Apex Learning logo, 'Alerts', 'Help', and 'Student' links. Below the header is a 'Menu' section. The main content area is titled 'My Dashboard' and includes a sub-header '3 Enrollments - Active' with 'FILTER' and 'ACTIONS' buttons. The 'Courses' section displays a table with columns: Course Name, Grade to Date, Progress, and Overdue Activities. It lists 'English 9' with a 93% grade and 'Algebra I' with an 80% grade and 4 overdue activities. The 'Tutorials' section shows a table with columns: Tutorial Name, Quality of Work, and Progress, listing 'English 9' with an 88% quality of work. On the right, the 'Announcements' section shows dates and messages: '5/15/18 Welcome Algebra I Students!' and '6/1/18 Welcome English 9 Students!'. There are also buttons for 'Show all', 'Messages' (with a '+' button), and 'Calendar' (with a 'VIEW' button).

### How to Submit Your Work

Some activities, like quizzes and tests, are computer-scored and completed online in the course window. Other activities have worksheets to print or to download and complete on your device. Ask your teachers how they would like you to submit your work. They may ask you to print and submit in person or you may need to scan or upload your work and submit it online using the Messages feature on My Dashboard.

<sup>1</sup> <https://support.apexlearning.com/SystemCheckUp>

## The Course Window

Most of your time will be spent working in the course window.

The screenshot displays the Apex Learning course window for English 9. The top navigation bar shows 'English 9' and 'Apex Learning'. The main header is 'Unit 1: The Short Story, Part 1' with sub-headers 'INTRODUCTION', 'LESSON 1.1', 'LESSON 1.2', and 'LESSON 1.3'. Below this, the title 'The Shape of a Story' is centered. A row of green checkmarks indicates progress through lessons 1.1.1 to 1.1.6. Lesson 1.1.7 'Study' is highlighted with a pencil icon and labeled 'In Progress'. To the right, icons for lessons 1.1.8 Quiz, 1.1.9 Write, 1.1.10 Practice, and Lesson 1.2 are shown. The main content area for lesson 1.1.7 shows the title 'Analyze the Shape of a Story' and a paragraph about 'The Monkey's Paw' by W. W. Jacobs. A video thumbnail is labeled 'Study guide'. A multiple-choice question asks: 'If you had the monkey's paw from Jacobs's story, what would you do with it?'. The bottom of the window shows 'PREVIOUS' and 'NEXT' buttons, with '1 of 11' in the center. Three callout boxes with orange arrows point to specific features: 'Course outline navigation' points to the lesson progress row; 'Activity resources' points to the video thumbnail; and 'Activity page navigation' points to the 'NEXT' button.

## Get Certified!

1. Watch the video: [Student Getting Started: Courses](https://www.brainshark.com/apexlearning/sgs_courses).<sup>2</sup>
2. Pass the [Student Getting Started Certification Quiz](https://www.surveymizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses).<sup>3</sup>
3. Download or print your certificate.

**Thank you** for taking the time to become familiar with Apex Learning. We look forward to helping you meet and exceed your academic goals!

<sup>2</sup> [https://www.brainshark.com/apexlearning/sgs\\_courses](https://www.brainshark.com/apexlearning/sgs_courses)

<sup>3</sup> <https://www.surveymizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses>